



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

October 10, 2017

Board members present: Karen Esvelt, Stephen Hillis, and Susan Stovall
Library Director: DeRese Hall
Secretary: Suzanne Britton

1. Call to Order

The meeting was called to order at 4:00 p.m. by Board Chair Stephen Hillis.

2. Public Comment

None

3. Approve Agenda

It was moved by Susan Stovall and seconded by Karen Esvelt to approve the agenda with flexibility. The motion passed unanimously.

4. Accept Minute Summary

Stovall moved and Esvelt seconded to approve the regular Board meeting minutes of September 12, 2017. The motion passed unanimously.

5. Financial Review

It was moved by Stovall and seconded by Esvelt to accept the financial review as presented. Motion passed unanimously.

6. Executive Session

It was moved by Stovall and seconded by Esvelt to move into executive session under ORS 192.660 (2)(e) deliberation on real property transactions - at 4:04 p.m. Motion passed unanimously.

At 4:35 p.m. the Board came out of executive session. Community center property was discussed. No decisions were made.

7. UNFINISHED BUSINESS

New facility update

A representative of the Bean Foundation discussed facility options in executive session.

SDAO Best Practices list

Information was shared from the SDIS check list in order for the library to receive an insurance discount.

8. NEW BUSINESS

Board Evaluation

Board evaluation sheets were turned into Stovall. She will put them together and bring the results to the next meeting. Stovall has a new questionnaire that will focus on outward vision. This needs to be answered by the board members. Stovall will send it out to each board member to think about and it will be discussed at the next meeting.

9. GOVERNANCE

Chair/Vice Chair Roles

The board agreed that the library is in compliance with page 8 of the policy manual.

10. EXECUTIVE LIMITATIONS

Financial Condition & Activities

The board agreed that the library is in compliance with page 18 of the policy manual.

Financial Planning & Budgeting

The board agreed that the library is in compliance with page 19 of the policy manual.

11. LINKAGE

Monitoring Library Director Performance

The board agreed that the library is in compliance with page 26 of the policy manual.

12. DIRECTOR & YOUTH REPORTS/STATS

Materials to Elderly

The board discussed how to better serve the patrons of the assisted living/retirement facilities in the community. No decision was made.

Traveling Storyteller/Outreach

The board discussed if the library should budget more money for the traveling storyteller to do more outreach. The director is to look at the feasibility of adding more hours to expand the outreach program. The possibility of a story in the local newspaper was mentioned.

13. Library Closures

Saturday, November 11, 2017, the library will be closed for Veteran's Day.

14. Upcoming Dates

The next regular board meeting will be on Tuesday, November 14, 2017.

15. Other

Dolly Parton's Imaginary Library

The Director explained how the program works. Each child from birth to five years old will receive a new book in the mail each month. The cost is \$25 per month per child. The cost can be hard to budget due to changing numbers per month. After discussion by the board, the director will look into partnering and what amount the top dollar would be for the yearly budget.

Safe Place

Esvelt suggested we put signs in the restrooms saying "Do you need help". Esvelt to send a copy of the ones Crook County uses to the director.

Maintenance/Education Closures

It was suggested by the director that the board consider closing more than once a year for maintenance, education, and staff meetings. The board will take it under advisement.

Mentor Program

The mentor program is in place and we are on the list. The program is just waiting for an interested student.

By-Laws

The director passed out new cover sheets for the Board By-laws policy.

Vehicle and Transportation

The fifth paragraph of the vehicle and transportation policy needs to say that all local and state driving laws be obeyed. **Esvelt moved to amend the 5th paragraph of the vehicle and transportation policy. Stovall seconded the motion. Motion passed unanimously.**

16. Adjournment

It was moved and seconded (Esvelt/Stovall) to adjourn the meeting at 5:40 p.m. The motion passed unanimously.

Respectfully submitted, Suzanne Britton